

REQUEST FOR AUTHORIZATION FOR THE PURCHASE OF FOOD AND REFRESHMENTS

As authorized by and in accordance with Finance Directive No. 145, dated October 8, 2001, the

_____ is requesting approval to purchase
Department or Agency

food and/or refreshments in conjunction with the following event on behalf of the City of Detroit,

and is assuming full financial responsibility for all expenditures associated with this program.

Program Title: _____

Program Description: _____
(w/ justification
for refreshments) _____

Date of Event: _____ Number of Participants: _____

Cost Estimate: _____
(Please include a proposed budget for events of \$150.00 or more on a separate page.)

Contact Name, Phone
Number **and** Location _____

Account
Number:

Fund	Organization	Project	Object	Appropriation	Utility	Function

Project:
Accounting:

Task	Expenditure Type

Location: _____

Start Time: _____ End Time: _____

The undersigned agrees to meet all the financial obligations incurred for the above event
(including such things as room set-up, equipment rental, security or miscellaneous charges).
The above named Department shall accept full responsibility for these financial obligations.

Date: _____

Department Director or Deputy Director
(Please Print Name and Title)

Department Head Signature

Finance Department Approval

Date: _____

Finance Director Signature

Please attach additional sheets to this form when necessary to fully describe and justify this request.